



# Office of the State Comptroller

## PAYROLL BULLETIN

<b>Subject</b>  <b>Adjustment of Pre-Shift Briefing for 1997-1998 for Certain Security Supervisors Unit Employees</b>	<b>Bulletin No.</b>  P - 991
	<b>Date</b>  April 15, 1998

This bulletin explains the 1997-1998 Pre-Shift Briefing pay adjustment for Security Supervisors (NU61) for employees in the following agencies:

Office of General Services  
Department of Correctional Services - Main Offices and Facilities  
Office of Parks and Recreation  
Department of Health Facilities  
Mental Health Facilities  
Mental Retardation Facilities  
SUNY Campuses

Chapter 3, Laws of 1996, which implements the Agreement for 1995-99 for employees in the Security Supervisors (61) negotiating unit, provides for a minimum annual guarantee of \$1248 for Pre-Shift Briefing Pay for employees who occupied positions in the unit during the 1997-98 fiscal year.

These instructions are for the processing of adjustments due for the period March 27, 1997-March 25, 1998 (Institution) and April 3, 1997-April 1, 1998 (Administration). The minimum annual guarantee is prorated at \$48.00 per period on the length of service in a Supervisor's position within the fiscal year.

A listing of active employees in NU-61 at the end of Period 26L and the amount of pre-shift briefing paid last fiscal year, including any adjustments paid to bring a Supervisor's pre-shift briefing pay to \$1248 for 1997-98 will be mailed the week of April 13, 1998. The amounts do not include pre-shift briefing pay in another agency/facility prior to an employee transferring to your agency/facility.

For each employee who may have received less than \$1248 you must:

1. Calculate the total due (if the employee transferred into your agency/facility, contact the previous agency/facility),
2. Calculate the amount paid during the entire period, including the amount paid by any previous agency/facility.

**And**

3. If the amount paid is less than the amount due, subtract to determine the adjustment.

Employees who held positions in the unit and previously separated from service or who were appointed to a position in another negotiating unit and were owed an adjustment should have already received the adjustment as explained in Bulletin P-577, dated September 8, 1997. If not, you should submit them now.

Agencies must submit PR-75 forms to process adjustments. Use transaction code **ADJ PRSFT**, report the period of time in the unit (beginning and ending dates), enter PLUS and the amount of the adjustment.

If you have any questions, please contact the Payroll Audit Unit at (518) 474-2368.